



JOB POSTING

Program Specialist 3

**UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)**

POSTING NUMBER:	HR-0169	ISSUE DATE:	January 31, 2014
TITLE:	Program Specialist 3	CLOSING DATE:	February 14, 2014
DIVISION / UNIT:	Sandy Recovery Division Housing Recovery Centers	SALARY RANGE:	R26: \$63,564.71 - \$90,429.35
LOCATION:	Middlesex County (1), Ocean County (1), Hudson County (1), Union County (1), Atlantic County (1), Monmouth County (1), Bergen (1), Cape May (1)		
POSITIONS:	8	DISTRIBUTION:	STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

In the various Housing Recovery Centers directly supervise professional and/or technical staff engaged in program activities. Coordinate activities relative to scheduling and processing appointments for homeowners. Communicate issues and challenges within the various Housing Recovery Centers directly to the appropriate Sandy Recovery Division staff for resolution. Identify and communicate areas where training is required for staff within the various Housing Recovery Centers. Perform the more complex and sensitive professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various Sandy Recovery programs and services administered by the Sandy Recovery Division.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree

EXPERIENCE

Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0169
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer